

COUNTY GOVERNMENT OF TAITA TAVETA



COUNTY ASSEMBLY OF TAITA TAVETA

SECOND ASSEMBLY – THIRD SESSION

Telephone: +254732604811

Website: www.taitatavetaassembly.go.ke

Email: clerk@taitatavetaassembly.go.ke

VACANCIES ADVERTISEMENT

The County Assembly Service Board of Taita Taveta invites applications from suitably qualified persons for the positions indicated below;

SENIOR PUBLIC COMMUNICATION AND MEDIA RELATIONS OFFICER II (TTCASB 8) – ONE POSITION

TERMS: PERMANENT AND PENSIONABLE

- a) Requirement for Appointment**
- b) Interested candidates should have Bachelor's degree in Communication studies, Mass Communication, Public Relations, Journalism or any Social Sciences from a recognized institution or its equivalent qualification.
- c) Be a citizen of Kenya
- d) Meet the requirements of Chapter Six of the Constitution of Kenya, 2010
- e) Have satisfactorily served as a Public Communication and Media Relations or Media Liaison officer for a minimum period of three (3) years
- f) Must demonstrate administrative management skills and sound knowledge of media, design works, public relations and communication abilities
- g) Excellent communication skills and good command of English and Kiswahili
- h) Be competent in use of IT as a working tool

b) Responsibilities

- 1) Coordinating public relations and media related meetings
- 2) Coordinating public relations related activities including publishing of magazines brochures, handbooks, flyers, news bulletins CDs etc
- 3) Coordinate updating of the County Assembly website in liaison with the ICT Department
- 4) Coordinating programs/events among them outreach programs
- 5) Coordinating, accompanying and receiving all visitors and delegations to and from the County Assembly ensuring all protocols issues are observed
- 6) Coordinating the County Assembly Broadcast Unit on broadcast/media aspects
- 7) Assist in developing communication strategies
- 8) Assist in preparing organizational documents such as annual reports, corporate profiles and submissions, cost budgets
- 9) Assist to Develop and manage brand identity
- 10) Coordinate all Corporate Social responsibility (CSR); and,
- 11) Any other duty allocated by the Supervisor.

DRIVERS (TTCASB 3) – TWO (2) POSITIONS**TERMS: PERMANENT AND PENSIONABLE****a) Requirement for Appointment**

- 1) A valid driving license free from any current endorsements and valid for any of the classes of vehicles which the officer is required to drive
- 2) Shown merit and ability as reflected in work performance and results

b) Responsibilities

- 1) Driving a motor vehicle as authorized
- 2) Maintenance of work tickets for vehicles assigned
- 3) Detecting and reporting malfunctioning of vehicles systems
- 4) Maintaining cleanliness of the vehicle
- 5) Ensuring security and safety for the vehicle on and off the road
- 6) Carrying out routine checks on the vehicle's cooling, oil, electrical and brake systems
- 7) Safety of the passengers and/or goods therein

How to apply

Interested and qualified candidates are requested to forward their applications with copies of:

- 1) National Identification Card (ID)
- 2) Certificates and testimonials
- 3) Clearance Certificate from Higher Education Loans Board (HELB)
- 4) Certificate of Good Conduct
- 5) Clearance certificate from a Credit Reference Bureau (CRB) and
- 6) Clearance certificate from the Ethics and Anti- Corruption Commission (EACC)
- 7) Clearance certificate from Kenya Revenue Authority (KRA)

Please note that:

- Candidates should **NOT** attach original documents
- Only shortlisted and successful candidates will be contacted
- Canvassing in any form will lead to automatic disqualification
- The Taita County Assembly Service Board is an equal opportunity employer, and women, the youth and persons with disabilities who meet the specified requirements are encouraged to apply

All applications should indicate clearly the position applied for on the top left corner of the envelope and be addressed to:

**The Secretary,
County Assembly Service Board,
Taita Taveta County Assembly,
P.O. Box 1142- 80304,
Wundanyi.**

Or, be hand delivered to the Clerk's office, County Assembly precincts, Wundanyi, to be received on or before **29th November, 2019, at 4:00 p.m.**